ST/IC/1999/2

UNITED NATIONS

INDEX

TO

INFORMATION CIRCULARS

JANUARY 1999

INTRODUCTION

1. The present index to information circulars lists in alphanumeric order by symbol, together with date and subject matter, all circulars at United Nations Headquarters that have been issued since January 1998. The index is issued annually.

2. This index comprises the following sections:

(a) Information circulars, by alphanumeric symbol, issued in 1998;

(b) Information circulars listed according to subject matter.

3. This index should be read in conjunction with the index to the administrative issuances (ST/IC/1999/1), which contains issuances issued under the ST/SGB/- series and the ST/AI/- series.

4. Copies of the index are available through official distribution. The index is also archived in the optical disk system.

5. Comments and suggestions concerning this publication will be appreciated. They should be addressed to the Chief, Rules and Regulations Unit, Office of Human Resources Management, room S-2590, United Nations, New York, NY 10017. They can also be sent by fax (212) 963-1068.

CONTENTS

		Page
A.	INFORMATION CIRCULARS, BY ALPHANUMERIC SYMBOL, ISSUED IN 1998	1
B.	INFORMATION CIRCULARS LISTED ACCORDING TO SUBJECT MATTER	9
	I. BUILDINGS, PREMISES AND SECURITY	9
	1. Buildings and premises	9
	2. Garage	10
	3. Passes	10
	4. Safety	10
	5. Security	11
	II. CLAIMS	11
	III. COMMUNICATIONS, ARCHIVES AND RECORDS	11
	1. Archives and records	11
	2. Communications, correspondence and mailing	11
	3. Pouch	13
	IV. CONFERENCES	13
	V. DOCUMENTS AND PUBLICATIONS	13
	1. General	13
	2. Regulations for the control and limitation of documentation	14
	VI. FINANCE	14
	1. Financial arrangements	14
	2. General	14
	3. Financial regulations and rules	14
	4. Revenue-producing activities	14
	5. Trust funds and special accounts	15
	VII. GENERAL OFFICE PROCEDURES	15
	VIII. LIBRARY	18
	IX. MISSIONS	18

Page

X. ORGANIZATIONAL STRUCTURE 18

1. General 18
2. Institutes 18
3. Secretariat departments and units 19
4. Secretariat boards and committees 19
5. Units servicing voluntary programmes 20

XI. PERSONNEL 21

1. Administration-staff relations 21
2. Allowances, entitlements and grants 21
3. Appeals 22
4. Appointments, placement and promotion 23
5. Attendance, leave and working hours 25
6. Delegation of authority 25
7. Duties and obligations 25
8. Job classification system 26
9. General 26
10. Medical and other insurance 28
11. Pensions, post-retirement services and employment beyond retirement 30
12. Post adjustment 30
13. Salary scales and payments 30
14. Staff regulations and rules 31
15. Training, career development and examinations 31
16. United States taxes 33
17. Visas 34

XII. PROPERTY AND SUPPLIES 35

1. Property control 35
2. General 36

XIII. PROTOCOL 36

XIV. TRAVEL AND TRANSPORTATION 36

1. Automobiles, baggage and customs 36
2. Expenses 37
3. General 37

INDEX TO INFORMATION CIRCULARS

A. INFORMATION CIRCULARS, BY ALPHANUMERIC SYMBOL, ISSUED IN 1998

Symbol	Date issued	Subject	Remarks
ST/IC/1996/46/ Add.1	9/1/98	Membership of the Appointment and Promotion Board and of the Headquarters Appointment and Promotion Committee	Expiration date: 31/3/1998
ST/IC/1996/46/ Add.2	26/3/98		Expiration date: 31/5/1998
ST/IC/1996/46/ Add.3	5/6/98		Expiration date: 31/7/1998
ST/IC/1996/46/ Add.4	30/7/98		Expiration date: 31/12/1998
ST/IC/1996/46/ Add.5	31/12/98		Expiration date: 31/3/1999
ST/IC/1996/51/ Add.2	9/1/98	Membership of the Appointment and Promotion Panel	Expiration date: 31/3/1998
ST/IC/1996/51/ Add.3	26/3/98		Expiration date: 31/5/1998
ST/IC/1996/51/ Add.4	5/6/98		Expiration date: 31/7/1998
ST/IC/1996/51/ Add.5	30/7/98		Expiration date: 31/12/1998
ST/IC/1996/51/ Add.6	31/12/98		Expiration date: 31/3/1999
ST/IC/1997/89/ Add.1	3/6/98	1996/1997 Field Service promotions	Expiration date: 31/12/1998
ST/IC/1998/1	1/98	Index to administrative issuances	Expiration date: 31/12/1998
ST/IC/1998/2	1/98	Index to information circulars	Expiration date: 31/12/1998
ST/IC/1998/3	8/1/98	Safety upgrades of escalators at United Nations Headquarters	Expiration date: 31/8/1998
ST/IC/1998/4	12/1/98	GHI dental insurance plan satisfaction survey	Expiration date: 28/2/1998
ST/IC/1998/5	16/1/98	Placement and promotion list for staff in the Professional category and above	Expiration date: 31/12/1998

Symbol	Date issued	Subject	Remarks
ST/IC/1998/6	16/1/98	Placement and promotion list for staff in the General Service and related categories	Expiration date: 31/12/1998
ST/IC/1998/7	28/1/98	Payment of 1997 income taxes	Expiration date: 31/12/1998. See also ST/AI/1998/1
ST/IC/1998/8	19/1/98	Revised salary scales for staff in the General Service, Language Teacher, Public Information Assistant, Security Service and Trades and Crafts categories at Headquarters	Expiration date: in effect until further notice
ST/IC/1998/9	21/1/98	Rates of reimbursement for travel by private motor vehicle	Superseded by ST/IC/1998/32
ST/IC/1998/10	22/1/98	Official holidays for 1998	Superseded by ST/IC/1998/31
ST/IC/1998/11	23/1/98	Rates of daily subsistence allowance at Headquarters, Geneva and Vienna	Superseded by ST/IC/1998/34
ST/IC/1998/12	27/1/98	First day of issue: "1998 Flag series" stamps and definitive stamps	Expiration date: 28/2/1998
ST/IC/1998/13	28/1/98	Rental subsidy scheme for staff at duty stations in Europe and North America: reasonable maximum rent levels	Expiration date: in effect until further notice. See also ST/AI/350 and Amend.2 and 3
ST/IC/1998/14 ST/IC/1998/14/ Corr.1	6/2/98 6/8/98	Special entitlements for staff members serving at designated duty stations	Expiration dates: in effect until further notice. See also ST/AI/280/Rev.6
ST/IC/1998/15	10/2/98	April 1998 competitive examination for accounting clerks	Expiration date: 31/12/1998
ST/IC/1998/16	30/3/98	Review of claims for dependency benefits for the years 1996 and 1997	Expiration date: 31/12/1998

Symbol	Date issued	Subject	Remarks
ST/IC/1998/17	23/2/98	Placement and promotion list for staff in the Professional category and above	Expiration date: 31/12/1998
ST/IC/1998/18	23/2/98	Placement and promotion list for staff in the General Service and related categories	Expiration date: 31/12/1998
ST/IC/1998/19	25/2/98	48th Street construction project	Expiration date: 31/12/1998
ST/IC/1998/20	26/2/98	Revised base salary scale for staff in the Professional and higher categories and for staff in the Field Service category	Expiration date: in effect until further notice. See also ST/IC/1998/75 in section B.XI.13
ST/IC/1998/21		NOT ISSUED	
ST/IC/1998/22	2/3/98	First day of issue: "1998 Endangered species" series and stationery	Expiration date: 31/3/1998
ST/IC/1998/23	2/3/98	1998 competitive examination for editorial assistants and language reference assistants	Expiration date: 31/3/1999
ST/IC/1998/24	17/3/98	Post adjustment multiplier for New York	Superseded by ST/IC/1998/74
ST/IC/1998/25 ST/IC/1998/25/Corr.1	20/3/98 19/5/98	Placement and promotion list for staff in the Professional category and above	Expiration dates: 31/12/1998
ST/IC/1998/26	20/3/98	Placement and promotion list for staff in the General Service and related categories	Expiration date: 31/12/1998
ST/IC/1998/27	24/3/98	Major maintenance of Conference building elevators at Headquarters	Expiration date: 31/8/1998
ST/IC/1998/28	25/3/98	1998 competitive examination for Arabic interpreters	Expiration date: 30/6/1999. See also ST/AI/1998/7
ST/IC/1998/29	27/3/98	1998 competitive examination for English interpreters	Expiration date: 31/7/1999. See also ST/AI/1998/7
ST/IC/1998/30	31/3/98	Official holidays	Expiration date: 31/12/1998

Symbol	Date issued	Subject	Remarks
ST/IC/1998/31	2/4/98	Official holidays at United Nations Headquarters in New York	Expiration date: 31/12/1998
ST/IC/1998/32	1/4/98	Rates of reimbursement for travel by private motor vehicle	Superseded by ST/IC/1998/54
ST/IC/1998/33	13/4/98	Take Our Daughters to Work Day - 23 April 1998	Expiration date: 30/4/1998
ST/IC/1998/34	16/4/98	Rates of daily subsistence allowance at Headquarters, Geneva and Vienna	Expiration date: in effect until further notice. See also ST/AI/1998/3
ST/IC/1998/35	22/4/98	Placement and promotion list for staff in the Professional category and above	Expiration date: 31/12/1998
ST/IC/1998/36	22/4/98	Placement and promotion list for staff in the General Service and related categories	Expiration date: 31/12/1998
ST/IC/1998/37	29/4/98	Air quality inspection of the Headquarters buildings	Expiration date: 31/5/1998
ST/IC/1998/38	5/5/98	First day of issue: "International Year of the Ocean" stamps and postal stationery	Expiration date: 31/5/1998
ST/IC/1998/39	22/5/98	Renewal of the Headquarters medical and dental insurance plans effective 1 July 1998, and annual enrolment campaign, 1-5 June 1998	Expiration date: 30/6/1999
ST/IC/1998/40	19/5/98	Placement and promotion list for staff in the Professional category and above	Expiration date: 31/12/1998
ST/IC/1998/41	19/5/98	Placement and promotion list for staff in the General Service and related categories	Expiration date: 31/12/1998
ST/IC/1998/42	1/6/98	1998 competitive examination for statistical clerks	Expiration date: 31/12/1998

Symbol	Date issued	Subject	Remarks
ST/IC/1998/43	1/6/98	Special arangements for admission to the premises, parking and catering facilities during the twentieth special session of the General Assembly	Expiration date: 30/6/1998
ST/IC/1998/44	8/6/98	First day of issue: "Rainforests" stamps and souvenir sheets	Expiration date: 30/6/1998
ST/IC/1998/45	5/6/98	Repair to ramps and replacement of sidewalks	Expiration date: 28/8/1998
ST/IC/1998/46	15/6/98	Fireworks display on Saturday, 4 July 1998	Expiration date: 10/7/1998
ST/IC/1998/47	15/6/98	Placement and promotion list for staff in the Professional category and above	Expiration date: 31/12/1998
ST/IC/1998/48	15/6/98	Placement and promotion list for staff in the General Service and related categories	Expiration date: 31/12/1998
ST/IC/1998/49 ST/IC/1998/49/Add.1	1/7/98 27/8/98	1999 national competitive recruitment examinations	Expiration dates: 31/12/1999. See also ST/SGB/210 and ST/AI/1997/1
ST/IC/1998/50	22/7/98	Placement and promotion list for staff in the Professional category and above	Expiration date: 31/12/1998
ST/IC/1998/51	22/7/98	Placement and promotion list for staff in the General Service and related categories	Expiration date: 31/12/1998
ST/IC/1998/52	23/7/98	After-school recreation and study programme for United Nations children	Expiration date: 31/1/1998
ST/IC/1998/53	6/8/98	Working hours during the fifty-third session of the General Assembly	Expiration date: 31/12/1998
ST/IC/1998/54	6/8/98	Rates of reimbursement for travel by private motor vehicle	Superseded by ST/IC/1998/83

Symbol	Date issued	Subject	Remarks
ST/IC/1998/55	14/8/98	Placement and promotion list for staff in the Professional category and above	Expiration date: 31/12/1998
ST/IC/1998/56	14/8/98	Placement and promotion list for staff in the General Service and related categories	Expiration date: 31/12/1998
ST/IC/1998/57	14/8/98	United Nations Sabbatical Leave Programme for the year 1999	Expiration date: 31/12/1999
ST/IC/1998/58	18/8/98	United Nations Staff Relief Committee for Victims of the Tsunami in Papua New Guinea	Expiration date: 31/12/1998. See als ST/AI/104
ST/IC/1998/59	21/8/98	Arrangements for admission to the premises at United Nations Headquarters during the fifty-third session of the General Assembly	Expiration date: 31/12/1998
ST/IC/1998/60	2/9/98	First day of issue: "50 years of United Nations peace-keeping" stamps and souvenir card	Expiration date: 30/9/1998
ST/IC/1998/61	9/9/98	1999 competitive examination for promotion to the Professional category of staff members from other categories	Expiration dates: 31/12/1999. See als ST/SGB/173 and ST/AI/1998/8
ST/IC/1998/61/Add.1	5/10/98		
ST/IC/1998/61/Add.2	9/10/98		
ST/IC/1998/61/Add.3	19/11/98		
ST/IC/1998/61/Add.4	16/11/98		
ST/IC/1998/61/Add.5	18/12/98		
ST/IC/1998/62	11/9/98	Additional arrangements for admission to the premises at United Nations Headquarters during the fifty-third session of the General Assembly	Expiration date: 31/12/1998
ST/IC/1998/63	1/10/98	First day of issue: "50th anniversary of the Universal Declaration of Human Rights	Expiration date: 31/10/1998

Symbol	Date issued	Subject	Remarks
ST/IC/1998/64	6/10/98	United Nations Day - 24 October 1998	Expiration date: 24/10/1998
ST/IC/1998/65	7/10/98	Time off for voting on United States election day	Expiration date: 4/11/1998
ST/IC/1998/66	8/10/98	Inventory of skills of Secretariat staff	Expiration date: 30/6/1999
ST/IC/1998/67	13/10/98	1999 language proficiency examinations	Expiration date: 31/12/1999. See also ST/AI/207 and ST/IC/1997/23
ST/IC/1998/68	14/10/98	Language and communications programme at Headquarters - 1999 programme	Expiration date: 31/12/1999. See also ST/AI/207
ST/IC/1998/69	14/10/98	Indoor air quality inspection of the Headquarters buildings	Expiration date: 30/11/1998
ST/IC/1998/70	14/10/98	1999 competitive examination for accounting clerks	Expiration date: 31/12/1999. See also ST/AI/1998/4
ST/IC/1998/71	20/10/98	Placement and promotion list for staff in the Professional category and above	Expiration date: 31/12/1998
ST/IC/1998/72	20/10/98	Placement and promotion list for staff in the General Service and related categories	Expiration date: 31/12/1998
ST/IC/1998/73	28/10/98	United Nations Staff Relief Committee for Victims of Hurricane Georges in the Caribbean	Expiration date: 30/11/1998. See also ST/AI/104
ST/IC/1998/74	2/11/98	Post adjustment classification for New York	Expiration date: in effect until further notice
ST/IC/1998/75	4/11/98	Pensionable remuneration for staff in the Professional and higher categories and for staff in the Field Service category	Expiration date: in effect until further notice. See also ST/IC/1998/20 in section B.XI.13
ST/IC/1998/76	17/11/98	First day of issue: "Schonbrunn Palace" stamps and prestige booklets and the 1998 annual collection folders	Expiration date: 31/12/1998

Symbol	Date issued	Subject	Remarks
ST/IC/1998/77	12/11/98	United Nations group life insurance plan	Expiration date: in effect until further notice. See also ST/AI/1998/10
ST/IC/1998/78	19/11/98	Official holidays for 1999 at United Nations Headquarters in New York	Expiration date: 31/12/1999
ST/IC/1998/79	20/11/98	Placement and promotion list for staff in the Professional category and above	Expiration date: 31/12/1998
ST/IC/1998/80	20/11/98	Placement and promotion list for staff in the General Service and related categories	Expiration date: 31/12/1998
ST/IC/1998/81	27/11/98	United Nations Staff Relief Committee for Victims of Hurricane Mitch	Expiration date: 31/12/1998. See also ST/AI/108
ST/IC/1998/82	2/12/98	Official holidays and closure of Headquarters buildings to the public at Christmas and New Year's Day	Expiration date: 1/3/1999
ST/IC/1998/83	7/12/98	Rates of reimbursement for travel by private motor vehicle	Expiration date: in effect until further notice. See also ST/AI/1998/2
ST/IC/1998/84	9/12/98	After-school recreation and study programme for United Nations children	Expiration date: 30/6/1999. See also ST/IC/86/21 (paras. 3 and 7) in section B.XI.9
ST/IC/1998/85	18/12/98	Placement and promotion list for staff in the Professional category and above	Expiration date: 31/12/1998
ST/IC/1998/86	18/12/98	Placement and promotion list for staff in the General Service and related categories	Expiration date: 31/12/1998
ST/IC/1998/87	18/12/98	Van Breda medical, hospital and dental insurance	Expiration date: 31/12/1999

B. INFORMATION CIRCULARS LISTED ACCORDING TO SUBJECT MATTER
(series ST/AFS/SER.A/--, ST/ADM/SER.A/--, and ST/IC/--)

Symbol	Date issued	Subject	Remarks
		I. BUILDINGS, PREMISES AND SECURITY*	
		1. Buildings and premises	
ST/IC/83/50	22/7/83	Catering services: Joint Catering Advisory Committee	
ST/IC/84/33	5/6/84	Safeguarding of United Nations keys	
ST/IC/84/59	27/8/84	Use of automated elevators	
ST/IC/86/16	13/3/86	New catering arrangements	See also ST/IC/84/86 in section B.VI.4
ST/IC/88/2	4/1/88	Access to the Secretariat building and the United Nations garage	See also section B.I.2
ST/IC/89/23/Rev.1	1/6/93	Second floor of General Assembly and Conference buildings as a restricted area	
ST/IC/1990/79	29/11/90	Meditation Room located in the visitors' lobby of the General Assembly building	
ST/IC/1991/47	8/8/91	Catering services	Paragraph 2.
ST/IC/1993/47	2/9/93	Catering services	See also ST/IC/84/86 in section B.VI.4
ST/IC/1996/9	1/2/96	Conservation of electric power and steam at Headquarters	See also ST/AI/323
ST/IC/1998/82	2/12/98	Official holidays and closure of Headquarters buildings to the public at Christmas and New Year's Day	Expiration date: 1/3/1999

* For information circulars on subjects such as arrangements for admission to the premises during sessions of the General Assembly, and the fireworks display on 4 July, see section A above.

Symbol	Date issued	Subject	Remarks
		2. Garage	
ST/IC/80/55	4/8/80	Vehicle service station	
ST/IC/83/61/Rev.1	27/9/83	Garage access	
ST/IC/84/12	1/2/84	United Nations garage: increased parking rates	Delegations only
ST/IC/86/7	24/1/86	Closure of the United Nations service drive	
ST/IC/86/33	23/5/86	Parking of motorcycles and bicycles	See also ST/AI/349
ST/IC/86/49	18/9/86	United Nations garage: increased parking rates	Paragraph 2
ST/IC/88/2	4/1/88	Access to the Secretariat building and the United Nations garage	
ST/IC/1994/4	27/1/94	United Nations garage - increase in parking fees and reinstatement of a limited number of temporary parking permits	See also ST/AI/349
ST/IC/1996/11	7/2/96	Service drive entrance at 48th Street	
ST/IC/1997/44	23/7/97	United Nations garage	Expiration date: 31/8/2000. See also ST/AI/349
ST/IC/1997/54	8/9/97	United Nations garage	Expiration date: 31/8/2000
		3. Passes	
ST/IC/86/28	6/5/86	Relocation of the Pass and Identification Unit Office	
		4. Safety	
ST/IC/84/18	2/3/84	Guidelines for work with visual display units	
ST/IC/84/18/Amend.1	12/7/89		

Symbol	Date issued	Subject	Remarks
		5. Security	
ST/IC/81/38	29/4/81	Care of valuables and confidential material	See also ST/SGB/272 and ST/AI/341
ST/IC/84/33	5/6/84	Safeguarding of United Nations keys	
ST/IC/84/85	11/12/84	Delivery and picking up of packages	See also ST/AI/387
ST/IC/84/91	28/12/84	Security arrangements	See also ST/AI/387
ST/IC/89/50	2/8/89	Delivery of personal packages, mail and periodicals to United Nations premises	See also ST/AI/387
ST/IC/1990/8	16/1/90	Virus alert: how to prevent microcomputer viruses	
ST/IC/1992/14	28/2/92	Computer virus alert	
ST/IC/1997/8	14/1/97	Security advisory relating to letter and package bombs	
		II. CLAIMS	
ST/ADM/SER.A/1312	7/3/69	Observance of time limits under the Staff Rules	
ST/ADM/SER.A/1315	14/3/69	Designation, change or revocation of beneficiary	
ST/IC/1991/71 ST/IC/1991/71/Add.1	13/12/91 21/1/92	Claims Board	See also ST/AI/149/Rev.4
		III. COMMUNICATIONS, ARCHIVES AND RECORDS	
		1. Archives and records	
		No information circulars apply at present.	
		2. Communications, correspondence and mailing	
ST/ADM/SER.A/1636	12/9/72	Use of cable communications	

Symbol	Date issued	Subject	Remarks
ST/IC/77/30	22/6/77	Special envelopes for delivery of cables	
ST/IC/78/22	4/4/78	Increased cost of telephone services	
ST/IC/80/75	13/10/80	New York Telephone Company: change in procedure for dialling telephone calls	
ST/IC/81/64	10/9/81	Change of zip code for Post Office Box 20 address	
ST/IC/84/85	11/12/84	Delivery and picking up of packages	See also ST/AI/387
ST/IC/84/90	21/12/84	Change in telephone dialling procedures: New York City area codes	
ST/IC/86/61	18/11/86	Transmission of official United Nations cables	
ST/IC/87/29	26/5/87	New telephone system	
ST/IC/89/21	27/3/89	Measures taken to improve messenger services: institution of messenger unit zoning system	
ST/IC/89/50	2/8/89	Delivery of personal packages, mail and periodicals to United Nations premises	See also ST/AI/387
ST/IC/1992/66 ST/IC/1992/66/Amend.1	30/10/92 14/12/92	Telephone and facsimile communications services to United Nations offices, specialized agencies and peacekeeping missions	See also ST/SGB/269
ST/IC/1994/1	13/1/94	Telephone voice mail - installation of a new system	
ST/IC/1994/49	11/11/94	Access to vacancy announcements through the Secretariat electronic mail (cc:Mail)	See also ST/SGB/267 and ST/AI/413, and ST/IC/1993/66 and Corr.2 and Add.1 in section B.XI.4
ST/IC/1995/70	19/10/95	Viewing of vacancy announcements at Headquarters, offices away from Headquarters and field missions	

Symbol	Date issued	Subject	Remarks
ST/IC/1996/24	10/4/96	Inter-office mail deliveries and use of special messengers	
ST/IC/1996/60	11/10/96	Communications and contacts with host country authorities	
ST/IC/1997/8	14/1/97	Security advisory relating to letter and package bombs	
ST/IC/1997/11	4/2/97	Electronic mail - directory maintenance and automatic message deletion	See also ST/AI/386
ST/IC/1997/22	22/4/97	Revised rates for telephone and facsimile service using the United Nations global network	See also ST/SGB/269
ST/IC/1997/70	27/10/97	Electronic mail	Expiration date: 31/12/2000. See also ST/AI/386

3. Pouch

ST/IC/1993/36	6/7/93	Diplomatic pouch automated voice information system	See also ST/AI/368
ST/IC/1996/20	11/3/96	Procedures governing the dispatch of personal mail from United Nations offices away from Headquarters	See also ST/AI/368

IV. CONFERENCES

No information circulars apply at present.

V. DOCUMENTS AND PUBLICATIONS

1. General

ST/IC/1994/13	14/3/94	Return of United Nations documents and publications	See also ST/IC/1992/76 in section B.VII
ST/IC/1995/41	28/6/95	Sharing WordPerfect documents	See also ST/AI/361

Symbol	Date issued	Subject	Remarks

2. Regulations for the control and limitation of documentation

No information circulars apply at present.

VI. FINANCE

1. Financial arrangements

No information circulars apply at present.

2. General

ST/ADM/SER.A/1938	5/2/76	Adjustment of mid-month salary advances	
ST/IC/84/46	21/6/84	Payroll deduction for personal cheques returned by banks	
ST/IC/1993/53	21/9/93	Introduction of a new personnel action notification form in connection with the implementation of IMIS release I at Headquarters	See also ST/SGB/276
ST/IC/1994/38	30/8/94	Introduction of a revised interim personnel action notification form prior to the implementation of IMIS release II at Headquarters	
ST/IC/1995/74	13/11/95	Suspension of the granting of permanent and probationary appointments	See also ST/SGB/278 and ST/SGB/280 and Amend.1

3. Financial regulations and rules

No information circulars apply at present.

4. Revenue-producing activities*

ST/IC/83/50	22/7/83	Catering services: Joint Catering Advisory Committee	See also ST/IC/84/86

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* For United Nations stamps, see information circulars listed in section A above.

Symbol	Date issued	Subject	Remarks
ST/IC/84/12	1/2/84	United Nations garage: increased parking rates	Delegations only
ST/IC/84/86	11/12/84	Credit policy for use of the Delegates Dining Room and related catering services	
ST/IC/86/16	13/3/86	New catering arrangements	
ST/IC/86/49	18/9/86	United Nations garage: increased parking rates	Paragraph 2
ST/IC/1991/47	8/8/91	Catering services	Paragraph 2
ST/IC/1993/47	2/9/93	Catering services	
ST/IC/1994/4	27/1/94	United Nations garage - increase in parking fees and reinstatement of a limited number of temporary parking permits	See also ST/AI/349, and ST/IC/1997/44 and ST/IC/1997/54 in section B.I.2

5. Trust funds and special accounts

No information circulars apply at present.

VII. GENERAL OFFICE PROCEDURES

ST/ADM/SER.A/1214	19/12/67	Document copying and duplicating facilities: need for economy in expenditure	
ST/AFS/SER.A/179	18/11/52	United Nations Committee on Exhibitions	See also ST/AI/376 and ST/AI/416
ST/IC/78/22	4/4/78	Increased cost of telephone services	
ST/IC/80/75	13/10/80	New York Telephone Company: change in procedure for dialling telephone calls	
ST/IC/81/38	29/4/81	Care of valuables and confidential material	See also ST/SGB/272 and ST/AI/341
ST/IC/84/18 ST/IC/84/18/Amend.1	2/3/84 12/7/89	Guidelines for work with visual display units	

Symbol	Date issued	Subject	Remarks
ST/IC/84/33	5/6/84	Safeguarding of United Nations keys	
ST/IC/84/90	21/12/84	Change in telephone dialling procedures: New York City area codes	
ST/IC/87/29	26/5/87	New telephone system	
ST/IC/88/18	29/3/88	Office paper recycling programme in the Secretariat building	See also ST/IC/1992/76 and ST/IC/1994/13
ST/IC/1990/8	16/1/90	Virus alert: how to prevent microcomputer viruses	
ST/IC/1991/4	30/1/91	Software products for microcomputers	See also ST/AI/355, ST/AI/359, ST/AI/361 and ST/AI/386
ST/IC/1991/18	12/3/91	Operating system software to be used on personal computer local area networks	See also ST/AI/386
ST/IC/1991/57	14/10/91	Service calls for office equipment	
ST/IC/1992/14	28/2/92	Computer virus alert	
ST/IC/1992/66 ST/IC/1992/66/Amend.1	30/10/92 14/12/92	Telephone and facsimile communications services to United Nations offices, specialized agencies and peacekeeping missions	See also ST/SGB/269 and ST/IC/1997/22
ST/IC/1992/76	20/11/92	Recycling programme at Headquarters	See also ST/IC/88/18 and ST/IC/1994/13
ST/IC/1993/53	21/9/93	Introduction of a new personnel action notification form in connection with the implementation of IMIS release I at Headquarters	See also ST/SGB/276
ST/IC/1994/1	13/1/94	Telephone voice mail - installation of a new system	
ST/IC/1994/13	14/3/94	Return of United Nations documents and publications	See also ST/IC/1992/76

Symbol	Date issued	Subject	Remarks
ST/IC/1994/38	30/8/94	Introduction of a revised interim personnel action notification form prior to the implementation of IMIS release II at Headquarters	See also ST/SGB/276
ST/IC/1994/49	11/11/94	Access to vacancy announcements through the Secretariat electronic mail (cc:Mail)	See also ST/SGB/267 and ST/AI/413, and ST/IC/1993/66 and Corr.2 and Add.1 in section B.XI.4
ST/IC/1995/27	12/5/95	Internet project	
ST/IC/1995/41	28/6/95	Sharing WordPerfect documents	See also ST/AI/361
ST/IC/1995/54	25/8/95	Windows 95 software	See also ST/AI/347, ST/AI/355 and ST/AI/386
ST/IC/1995/70	19/10/95	Viewing of vacancy announcements at Headquarters, offices away from Headquarters and field missions	See also ST/SGB/267 and ST/AI/413, and ST/IC/1993/66 and Corr.2 and Add.1 in section B.XI.4
ST/IC/1995/72	3/11/95	Information technology training	See also ST/AI/355
ST/IC/1996/29	25/4/96	Terms of reference for investigations by the Office of Internal Oversight Services: "Mismanagement, misconduct, waste of resources and abuse of authority"	See also ST/SGB/273 and ST/AI/397
ST/IC/1997/11	4/2/97	Electronic mail - directory maintenance and automatic message deletion	See also ST/AI/386
ST/IC/1997/22	22/4/97	Revised rates for telephone and facsimile service using the United Nations global network	See also ST/SGB/269 and ST/IC/1992/66 and Amend.1
ST/IC/1997/70	27/10/97	Electronic mail	Expiration date: 31/12/2000. See also ST/AI/386

Symbol	Date issued	Subject	Remarks
		VIII. LIBRARY	
ST/ADM/SER.A/1872	13/6/75	Library services: The New York Times Information Bank	
ST/ADM/SER.A/1932	3/2/76	Circulation of newspapers	
ST/IC/78/43	30/6/78	United Nations Bibliographical Information System (UNBIS)	
		IX. MISSIONS	
ST/IC/1993/23	5/4/93	Missions roster	See also ST/SGB/277 and ST/AI/404
ST/IC/1995/8	28/2/95	Mission readiness workshops	
		X. ORGANIZATIONAL STRUCTURE	
		1. General	
ST/IC/86/43	18/8/86	Report of the Group of High-level Intergovernmental Experts to Review the Efficiency of the Administrative and Financial Functioning of the United Nations	See also ST/AI/336
ST/IC/87/63	24/12/87	Implementation of General Assembly resolution 41/213: recommendation 15 of the Group of High-level Intergovernmental Experts	See also ST/AI/336
		2. Institutes	
ST/IC/83/9	25/2/83	New status of the United Nations Institute for Disarmament Research	

Symbol	Date issued	Subject	Remarks
		3. Secretariat departments and units	
ST/AFS/SER.A/179	18/11/52	United Nations Committee on Exhibitions	See also ST/AI/376 and ST/AI/416
ST/IC/89/24	28/3/89	Records management services	See also ST/SGB/242
ST/IC/1996/29	25/4/96	Terms of reference for investigations by the Office of Internal Oversight Services: "Mismanagement, misconduct, waste of resources and abuse of authority"	See also ST/SGB/273 and ST/AI/397
		4. Secretariat boards and committees	
ST/AFS/SER.A/179	18/11/52	United Nations Committee on Exhibitions	See also ST/AI/376 and ST/AI/416
ST/IC/83/50	22/7/83	Catering services: Joint Catering Advisory Committee	See also ST/IC/84/86 in section B.VI.4 and ST/IC/86/16, ST/IC/1991/47 (para. 2) and ST/IC/1993/47 in section B.I.1
ST/IC/85/39	23/7/85	Staff incentive programme: objectives and composition of the Staff Incentive Review Committee	See also ST/AI/320 and Add.1 and Add.1/Corr.1 and 2
ST/IC/1991/35	16/5/91	Membership of the Panels of Counsel	See also ST/AI/351 and Amend.1
ST/IC/1991/71 ST/IC/1991/71/Add.1	13/12/91 21/1/92	Claims Board	See also ST/AI/149/Rev.4
ST/IC/1993/18	25/3/93	Membership of the Health and Life Insurance Committee	
ST/IC/1994/23	4/5/94	Membership of the Working Group of the Technological Innovations Board	See also ST/SGB/245
ST/IC/1994/37	17/8/94	Membership of the Joint Advisory Committee at Headquarters	See also ST/SGB/200/Rev.1

Symbol	Date issued	Subject	Remarks
ST/IC/1995/78 ST/IC/1995/78/Add.1	15/11/95 26/11/96	Joint Appeals Board	See also ST/AI/351 and Amend.1, and ST/IC/88/10 in section B.XI.3
ST/IC/1995/79	15/11/95	Joint Disciplinary Committee	See also ST/AI/351 and Amend.1 and ST/AI/371, and ST/IC/88/10 in section B.XI.3
ST/IC/1996/46	29/7/96	Membership of the Appointment and Promotion Board and of the Headquarters Appointment and Promotion Committee	
ST/IC/1996/46/Add.5	31/12/98		Expiration date: 31/3/1999
ST/IC/1996/51 ST/IC/1996/51/Add.1	8/8/96 31/10/96	Membership of the Appointment and Promotion Panel	
ST/IC/1996/51/Add.6	31/12/98		Expiration date: 31/3/1999
ST/IC/1997/66	14/10/97	Membership of the Classification Appeals and Review Committee for posts in the Professional category	Expiration date: 6/10/1999. See also ST/AI/1998/9 and Corr.1 (English only)
ST/IC/1997/67 ST/IC/1997/67/Amend.1	14/10/97 31/12/97	Membership of the New York General Service Classification Appeals and Review Committee	Expiration date: 25/10/1999. See also ST/AI/1998/9 and Corr.1 (English only)
ST/IC/1997/79	24/11/97	Composition of the Panel on Discrimination and Other Grievances at Headquarters	Expiration date: 23/10/1999. See also ST/AI/308/Rev.1, and ST/IC/88/10 and ST/IC/1993/8 in section B.XI.3

5. Units servicing voluntary programmes

No information circulars apply at present.

Symbol	Date issued	Subject	Remarks
		XI. PERSONNEL	
		1. Administration-staff relations	
ST/IC/83/21 ST/IC/83/21/ Add.1-20	18/4/83 1/3/84 to 15/5/98	Personnel directives	
		2. Allowances, entitlements and grants	
ST/IC/82/48	1/7/82	Dependency allowances	See also ST/AI/278/Rev.1, ST/AI/366 and Amend.1 and ST/IC/1998/8, paras. 3 and 4
ST/IC/89/22	28/3/89	Reimbursement for work permit fees levied by the Egyptian authorities on United Nations employees of Egyptian nationality	
ST/IC/1990/63	30/8/90	Language allowance for staff in the Trades and Crafts category at Headquarters	See also ST/IC/1998/8, para. 4
ST/IC/1992/18	6/3/92	Separation payments for staff in the Professional and higher categories	
ST/IC/1995/51	16/8/95	(a) Revised salary scale for staff in the Trades and Crafts category at Headquarters, and results of the salary survey conducted for the Security Service category; (b) Revised dependency allowances for staff in the General Service, Language Teacher, Public Information Assistant, Trades and Crafts, and Security Service categories at Headquarters	Paragraph 6
ST/IC/1996/40	9/7/96	Dependency benefits	See also ST/AI/278/Rev.1

Symbol	Date issued	Subject	Remarks
ST/IC/1996/43	19/7/96	Threshold percentage for the purpose of calculating rental subsidies	See also ST/AI/350 and Amend.2 and 3
ST/IC/1997/3 ST/IC/1997/3/Corr.1	7/1/97 21/1/97	Dependency allowances for staff in the Professional and higher categories and in the Field Service category	See also ST/AI/278/Rev.1 and ST/AI/366 and Amend.1
ST/IC/1998/13	28/1/98	Rental subsidy scheme for staff at duty stations in Europe and North America: reasonable maximum rent levels	Expiration date: in effect until further notice. See also ST/AI/350 and Amend.2 and 3
ST/IC/1998/34	16/4/98	Rates of daily subsistence allowance at Headquarters, Geneva and Vienna	Expiration date: in effect until further notice. See also ST/AI/1998/3
ST/IC/1998/14 ST/IC/1998/14/Corr.1	6/2/98 6/8/98	Special entitlements for staff members serving at designated duty stations	Expiration dates: in effect until further notice. See also ST/AI/280/Rev.6
ST/IC/1998/83	7/12/98	Rates of reimbursement for travel by private motor vehicle	Expiration date: in effect until further notice. See also ST/AI/1998/2
		3. Appeals	
ST/ADM/SER.A/1312	7/3/69	Observance of time limits under the Staff Rules	
ST/IC/82/7	3/2/82	Internal recourse procedures in the United Nations Secretariat	See also ST/AI/371
ST/IC/88/10	1/3/88	Administration of internal appeals and disciplinary systems: transfer of responsibilities and reform programme	See also ST/AI/371 and ST/IC/1995/79
ST/IC/1991/35	16/5/91	Membership of the Panels of Counsel	See also ST/AI/351 and Amend.1
ST/IC/1993/8	28/1/93	Report on the work of the Panel on Discrimination and Other Grievances	See also ST/AI/308/Rev.1, ST/IC/88/10 and ST/IC/1997/79

Symbol	Date issued	Subject	Remarks
ST/IC/1995/78 ST/IC/1995/78/Add.1	15/11/95 26/11/96	Joint Appeals Board	See also ST/AI/351 and Amend.1 and ST/IC/88/10
ST/IC/1995/79	15/11/95	Joint Disciplinary Committee	See also ST/AI/351 and Amend.1, ST/AI/371 and ST/IC/88/10
ST/IC/1996/29	25/4/96	Terms of reference for investigations by the Office of Internal Oversight Services: "Mismanagement, misconduct, waste of resources and abuse of authority"	See also ST/SGB/273 and ST/AI/397
ST/IC/1997/66	14/10/97	Membership of the Classification Appeals and Review Committee for posts in the Professional category	Expiration date: 6/10/1999. See also ST/AI/1998/9 and Corr.1 (English only)
ST/IC/1997/67 ST/IC/1997/67/Amend.1	14/10/97 31/12/97	Membership of the New York General Service Classification Appeals and Review Committee	Expiration date: 25/10/1999. See also ST/AI/1998/9 and Corr.1 (English only)
ST/IC/1997/79	24/11/97	Composition of the Panel on Discrimination and Other Grievances at Headquarters	Expiration date: 23/10/1999. See also ST/AI/308/Rev.1, ST/IC/88/10 and ST/IC/1993/8

4. Appointments, placement and promotion*

ST/IC/87/63	24/12/87	Implementation of General Assembly resolution 41/213: recommendation 15 of the Group of High-level Inter-governmental Experts	See also ST/AI/336, and ST/IC/86/43 in section B.X.1
ST/IC/89/25	11/4/89	Consideration of family members for employment in the General Service category in New York	

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* For placement and promotion lists issued during the period from 1 January to 31 December 1998, see section A above.

Symbol	Date issued	Subject	Remarks
ST/IC/1992/67	29/10/92	Guidelines for promoting equal treatment of men and women in the Secretariat	See also ST/SGB/154, ST/SGB/253 and ST/AI/379
ST/IC/1993/66	2/12/93	Placement and promotion	See also ST/SGB/267, ST/AI/413, ST/IC/1994/49 and ST/IC/1995/70
ST/IC/1993/66/Corr.2	8/8/94		
ST/IC/1993/66/Add.1	2/12/93		
ST/IC/1994/49	11/11/94	Access to vacancy announcements through the Secretariat electronic mail (cc:Mail)	See also ST/SGB/267, ST/AI/413, ST/IC/1993/66 and Corr.2 and Add.1
ST/IC/1995/70	19/10/95	Viewing of vacancy announcements at Headquarters, offices away from Headquarters and field missions	
ST/IC/1995/74	13/11/95	Suspension of the granting of permanent and probationary appointments	See also ST/SGB/278 and ST/SGB/280 and Amend.1
ST/IC/1996/46	29/7/96	Membership of the Appointment and Promotion Board and of the Headquarters Appointment and Promotion Committee	
ST/IC/1996/46/Add.5	31/12/98		Expiration date: 31/3/1999
ST/IC/1996/51	8/8/96	Membership of the Appointment and Promotion Panel	
ST/IC/1996/51/Add.1	31/10/96		
ST/IC/1996/51/Add.6	31/12/98		Expiration date: 31/3/1999
ST/IC/1995/73	8/11/95	Multilingualism	See also ST/AI/113 and ST/AI/207
ST/IC/1997/83	11/12/97	Revised performance appraisal system	Expiration date: 31/12/1999. See also ST/SGB/1997/13 and ST/AI/1997/8
ST/IC/1998/66	8/10/98	Inventory of skills of Secretariat staff	Expiration date: 30/6/1999

Symbol	Date issued	Subject	Remarks
		5. Attendance, leave and working hours*	
ST/IC/79/10	24/1/79	Unauthorized absence	
ST/IC/1998/57	14/8/98	United Nations Sabbatical Leave Programme for the year 1999	Expiration date: 31/12/1999
ST/IC/1998/78	19/11/98	Official holidays for 1999 at United Nations Headquarters in New York	Expiration date: 31/12/1999
ST/IC/1998/82	2/12/98	Official holidays and closure of Headquarters buildings to the public at Christmas and New Year's Day	Expiration date: 1/3/1999
		6. Delegation of authority	
		No information circulars apply at present.	
		7. Duties and obligations	
ST/ADM/SER.A/277	8/10/54	Standards of conduct in the international civil service	
ST/ADM/SER.A/1303	24/1/69	Staff conduct at meetings	
ST/IC/82/13	26/2/82	Standards of conduct	
ST/IC/82/77/Rev.1	11/1/83	Abolition of confidential files	See also ST/AI/108, ST/AI/292 and ST/IC/88/19
ST/IC/83/83	20/12/83	Unauthorized use of diplomatic plates by Secretariat officials	
ST/IC/88/19	4/4/88	Consolidation of personnel records into the official status files	See also ST/AI/108, ST/AI/292 and ST/IC/82/77/Rev.1

* For information circulars on subjects such as working hours during sessions of the General Assembly, and time off for voting on United States election day, see section A above.

Symbol	Date issued	Subject	Remarks
ST/IC/1992/67	29/10/92	Guidelines for promoting equal treatment of men and women in the Secretariat	See also ST/SGB/154, ST/SGB/253 and ST/AI/379
ST/IC/1995/16	31/3/95	Home addresses and telephone numbers	
ST/IC/1996/10	2/2/96	Conduct of staff in their relations with government representatives	
ST/IC/1996/29	25/4/96	Terms of reference for investigations by the Office of Internal Oversight Services: "Mismanagement, misconduct, waste of resources and abuse of authority"	See also ST/SGB/273 and ST/AI/397
ST/IC/1996/60	11/10/96	Communications and contacts with host country authorities	
ST/IC/1997/90	26/12/97	Insurance requirements for senior officials entitled to diplomatic privileges and immunities (motor vehicles)	Expiration date: in effect until further notice
		8. Job classification system	
ST/IC/1997/66	14/10/97	Membership of the Classification Appeals and Review Committee for posts in the Professional category	Expiration date: 6/10/1999. See also ST/AI/1998/9 and Corr.1 (English only)
ST/IC/1997/67 ST/IC/1997/67/Amend.1	14/10/97 31/12/97	Membership of the New York General Service Classification Appeals and Review Committee	Expiration date: 25/10/1999. See also ST/AI/1998/9 and Corr.1 (English only)
		9. General*	
ST/ADM/SER.A/1315	14/3/69	Designation, change or revocation of beneficiary	

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* For information circulars on subjects such as Take Our Daughters to Work Day, United Nations Day, and United Nations Staff Relief Committees, see section A above.

Symbol	Date issued	Subject	Remarks
ST/IC/82/77/Rev.1	11/1/83	Abolition of confidential files	See also ST/AI/108, ST/AI/292 and ST/IC/88/19
ST/IC/83/83	20/12/83	Unauthorized use of diplomatic plates by Secretariat officials	
ST/IC/84/18 ST/IC/84/18/Amend.1	2/3/84 12/7/89	Guidelines for work with visual display units	
ST/IC/84/46	21/6/84	Payroll deduction for personal cheques returned by banks	
ST/IC/85/39	23/7/85	Staff incentive programme: objectives and composition of the Staff Incentive Review Committee	See also ST/AI/320 and Add.1 and Add.1/Corr.1 and 2
ST/IC//86/21	2/4/86	After-school recreation and study programme for United Nations children	Paragraphs 3 and 7
ST/IC/88/19	4/4/88	Consolidation of personnel records into the official status files	See also ST/AI/108, ST/AI/292 and ST/IC/82/77/Rev.1
ST/IC/1992/67	29/10/92	Guidelines for promoting equal treatment of men and women in the Secretariat	See also ST/SGB/154, ST/SGB/253 and ST/AI/379
ST/IC/1993/53	21/9/93	Introduction of a new personnel action notification form in connection with the implementation of IMIS release I at Headquarters	See also ST/SGB/276
ST/IC/1994/38	30/8/94	Introduction of a revised interim personnel action notification form prior to the implementation of IMIS release II at Headquarters	
ST/IC/1995/16	31/3/95	Home addresses and telephone numbers	
ST/IC/1995/86	8/12/95	Booklet entitled AIDS and HIV Infection: Information for United Nations Employees and Their Families	

Symbol	Date issued	Subject	Remarks
ST/IC/1996/29	25/4/96	Terms of reference for investigations by the Office of Internal Oversight Services: "Mismanagement, misconduct, waste of resources and abuse of authority"	See also ST/SGB/273 and ST/AI/397
ST/IC/1997/33	29/5/97	Cessation of tobacco smoking at United Nations Headquarters, New York	See also ST/AI/407
ST/IC/1997/82	9/12/97	Mental health - medical and employee assistance facilities	Expiration date: 31/12/1999. See also ST/AI/372
ST/IC/1997/83	11/12/97	Revised performance appraisal system	Expiration date: 31/12/1999. See also ST/SGB/1997/13 and ST/AI/1997/8
ST/IC/1998/84	9/12/98	After-school recreation and study programme for United Nations children	Expiration date: 30/6/1999. See also ST/IC/86/21 (paras. 3 and 7) above
		10. Medical and other insurance	
ST/ADM/SER.A/1459	1/10/70	Personal insurance assistance progamme	
ST/ADM/SER.1867	29/5/75	Changes in health insurance arrangements	Paragraphs 1 and 4
ST/IC/86/20	26/3/86	Changes in the administration of the Blue Cross component of the Headquarters Blue Cross/Aetna Major Medical scheme	
ST/IC/84/4	19/1/84	Changes in the Headquarters medical and dental insurance plans	
ST/IC/86/44	15/9/86	Medical scheme for staff appointed under the 300 series of the Staff Rules	

Symbol	Date issued	Subject	Remarks
ST/IC/86/72	29/12/86	Age limitation on the participation of dependent children in United Nations health insurance schemes	
ST/IC/87/33	19/6/87	Health insurance coverage for locally recruited staff at designated duty stations away from Headquarters	See also ST/AI/343
ST/IC/1993/18	25/3/93	Membership of the Health and Life Insurance Committee	
ST/IC/1997/32	28/5/97	Renewal of the Headquarters medical and dental insurance plans effective 1 July 1997, and annual enrolment campaign, 2-6 June 1997	Paras. 7-16 only. See also ST/IC/1998/39
ST/IC/1997/82	9/12/97	Mental health - medical and employee assistance facilities	Expiration date: 31/12/1999. See also ST/AI/372
ST/IC/1997/90	26/12/97	Insurance requirements for senior officials entitled to diplomatic privileges and immunities (motor vehicles)	Expiration date: in effect until further notice
ST/IC/1998/39	22/5/98	Renewal of the Headquarters medical and dental insurance plans effective 1 July 1998, and annual enrolment campaign, 1-5 June 1998	Expiration date: 30/6/1999. See annex VIII of the circular for insurance carrier addresses and telephone numbers for claims and benefit inquiries. See also ST/IC/1997/32, paras. 7-16
ST/IC/1998/77	12/11/98	United Nations group life insurance plan	Expiration date: in effect until further notice. See also ST/AI/1998/10
ST/IC/1998/87	18/12/98	Van Breda medical, hospital and dental insurance	Expiration date: 31/12/1999

Symbol	Date issued	Subject	Remarks
		11. Pensions, post-retirement services and employment beyond retirement	
ST/IC/1994/15	19/4/94	Pensionable remuneration of staff in the General Service and related categories	See also ST/IC/1994/17
ST/IC/1994/17	25/4/94	Revised format of salary scales of locally recruited staff	See also ST/IC/1994/15
ST/IC/1998/75	4/11/98	Pensionable remuneration for staff in the Professional and higher categories and for staff in the Field Service category	Expiration date: in effect until further notice. See also ST/IC/1998/20 in section B.XI.13
		12. Post adjustment	
ST/IC/88/55	22/9/88	Application of the remuneration correction factor to post adjustment at Geneva and Vienna: implementation of Administrative Tribunal Judgement No. 421	
ST/IC/1994/7	17/2/94	Survey of out-of-area expenditures for post adjustment calculation	
ST/IC/1995/48	9/8/95	Survey of housing and domestic service costs in New York for calculation of post adjustment	
ST/IC/1998/74	2/11/98	Post adjustment classification for New York	Expiration date: in effect until further notice
		13. Salary scales and payments	
ST/IC/1992/18	6/3/92	Separation payments for staff in the Professional and higher categories	
ST/IC/1994/15	19/4/94	Pensionable remuneration of staff in the General Service and related categories	See also ST/IC/1994/17

Symbol	Date issued	Subject	Remarks
ST/IC/1994/17	25/4/94	Revised format of salary scales of locally recruited staff	See also ST/IC/1994/15
ST/IC/1995/51	16/8/95	(a) Revised salary scale for staff in the Trades and Crafts category at Headquarters, and results of the salary survey conducted for the Security Service category; (b) Revised dependency allowances for staff in the General Service, Language Teacher, Public Information Assistant, Trades and Crafts, and Security Service categories at Headquarters	Paragraph 6
ST/IC/1998/8	19/1/98	Revised salary scales for staff in the General Service, Language Teacher, Public Information Assistant, Security Service and Trades and Crafts categories at Headquarters	Expiration date: in effect until further notice
ST/IC/1998/20	26/2/98	Revised base salary scale for staff in the Professional and higher categories and for staff in the Field Service category	Expiration date: in effect until further notice. See also ST/IC/1998/75
ST/IC/1998/75	4/11/98	Pensionable remuneration for staff in the Professional and higher categories and for staff in the Field Service category	Expiration date: in effect until further notice. See also ST/IC/1998/20

14. Staff regulations and rules

No information circulars apply at present.

15. Training, career development and examinations

ST/IC/84/18	2/3/84	Guidelines for work with visual display units
ST/IC/84/18/ Amend.1	12/7/89	

Symbol	Date issued	Subject	Remarks
ST/IC/85/39	23/7/85	Staff incentive programme: objectives and composition of the Staff Incentive Review Committee	See also ST/AI/320 and Add.1 and Add.1/Corr.1 and 2
ST/IC/86/52	10/10/86	Career development and placement of staff	See also ST/SGB/166, ST/SGB/267 and ST/AI/413, and ST/IC/1993/66 and Corr.2 and Add.1, ST/IC/1994/49 and ST/IC/1995/70 in section B.XI.4
ST/IC/86/62	24/11/86	Career development plan for the General Service and related categories in New York	See above
ST/IC/1993/66 ST/IC/1993/66/Corr.2 ST/IC/1993/66/Add.1	2/12/93 8/8/94 2/12/93	Placement and promotion	See also ST/SGB/267 and ST/AI/413, and ST/IC/1994/49 and ST/IC/1995/70 in section B.XI.4.
ST/IC/1995/72	3/11/95	Information technology training	See also ST/AI/355
ST/IC/1995/73	8/11/95	Multilingualism	See also ST/AI/113 and ST/AI/207
ST/IC/1997/23	8/4/97	Language proficiency examinations	See also ST/AI/207 and ST/IC/1998/67
ST/IC/1998/23	2/3/98	1998 competitive examination for editorial assistants and language reference assistants	Expiration date: 31/3/1999
ST/IC/1998/28	25/3/98	1998 competitive examination for Arabic interpreters	Expiration date: 30/6/1999. See also ST/AI/1998/7
ST/IC/1998/29	27/3/98	1998 competitive examination for English interpreters	Expiration date: 31/7/1999. See also ST/AI/1998/7
ST/IC/1998/49 ST/IC/1998/49/Add.1	1/7/98 27/8/98	1999 national competitive recruitment examinations	Expiration dates: 31/12/1999. See als ST/SGB/210 and ST/AI/1997/1

Symbol	Date issued	Subject	Remarks
ST/IC/1998/57	14/8/98	United Nations Sabbatical Leave Programme for the year 1999	Expiration date: 31/12/1999
ST/IC/1998/61	9/9/98	1999 competitive examination for promotion to the Professional category of staff members from other categories	Expiration dates: 31/12/1999. See also ST/SGB/173 and ST/AI/1998/8
ST/IC/1998/61/Add.1	5/10/98		
ST/IC/1998/61/Add.2	9/10/98		
ST/IC/1998/61/Add.3	19/11/98		
ST/IC/1998/61/Add.4	16/11/98		
ST/IC/1998/61/Add.5	18/12/98		
ST/IC/1998/67	13/10/98	1999 language proficiency examinations	Expiration date: 31/12/1999. See also ST/AI/207 and ST/IC/1997/23
ST/IC/1998/68	14/10/98	Language and communications programme at Headquarters - 1999 programme	Expiration date: 31/12/1999. See also ST/AI/207
ST/IC/1998/70	14/10/98	1999 competitive examination for accounting clerks	Expiration date: 31/12/1999. See also ST/AI/1998/4

16. United States taxes*

ST/IC/84/10	26/1/84	Staff members who are not United States nationals but receive investment income from United States sources	
ST/IC/84/74	24/10/84	Changes in United States tax legislation concerning individuals in the United States who are not United States nationals	
ST/IC/84/80	3/12/84	Payment of income taxes	
ST/IC/87/64	23/12/87	Confirmation of tax return information	

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* For the 1998 information circular on payment of income taxes, see section A above.

Symbol	Date issued	Subject	Remarks
ST/IC/1991/39	3/6/91	Significant changes in United States estate tax and their possible effect on non-United States citizen staff members	
		17. Visas	
ST/IC/78/53	24/8/78	Employment of family members on G-4 visas	See also ST/AI/294
ST/IC/87/16 ST/IC/87/16/Corr.1	30/3/87 3/4/87	United States Immigration Reform and Control Act of 1986	
ST/IC/87/27 (English only) ST/IC/87/27/Add.1 (English only)	27/5/87 30/7/87	Information on United Nations staff members and members of their household requested by the United States Mission	
ST/IC/89/7	17/1/89	United States Immigration Technical Corrections Act of 1988	
ST/IC/89/13	14/2/89	Employment of persons on G-4 visas	See also ST/AI/294
ST/IC/89/25	11/4/89	Consideration of family members for employment in the General Service category in New York	
ST/IC/1995/42	5/7/95	United States Immigration and Nationality Technical Corrections Act of 1994	
ST/IC/1996/49	5/8/96	Cancellation of G-4 and G-5 visas on separation or transfer of staff members	See also ST/AI/294
ST/IC/1997/13	18/2/97	New requirements by the host country for personal employees on a G-5 visa	
ST/IC/1997/18	6/3/97	Household employees of United Nations staff members: participation in the United States Social Security Programme	

Symbol	Date issued	Subject	Remarks
		XII. PROPERTY AND SUPPLIES	
		1. Property control	
ST/ADM/SER.A/1214	19/12/67	Document copying and duplicating facilities: need for economy in expenditure	
ST/ADM/SER.A/1814	28/10/74	Economy in the use of stationery and office supplies	
ST/IC/81/38	29/4/81	Care of valuables and confidential material	See also ST/SGB/272 and ST/AI/341
ST/IC/84/33	5/6/84	Safeguarding of United Nations keys	
ST/IC/88/18	29/3/88	Office paper recycling programme in the Secretariat building	See also ST/IC/1994/13 in section B.V.1
ST/IC/1990/8	16/1/90	Virus alert: how to prevent microcomputer viruses	
ST/IC/1991/4	30/1/91	Software products for microcomputers	See also ST/AI/355, ST/AI/359, ST/AI/361 and ST/AI/386
ST/IC/1991/18	12/3/91	Operating system software to be used on personal computer local area networks	See also ST/AI/386
ST/IC/1991/57	14/10/91	Service calls for office equipment	
ST/IC/1992/14	28/2/92	Computer virus alert	
ST/IC/1992/76	20/11/92	Recycling programme at Headquarters	See also ST/IC/1994/13 in section B.V.1
ST/IC/1993/21	31/3/93	Property management	See also ST/AI/97/Rev.2 and ST/AI/374
ST/IC/1994/23	4/5/94	Membership of the Working Group of the Technological Innovations Board	See also ST/SGB/245
ST/IC/1995/27	12/5/95	Internet project	

Symbol	Date issued	Subject	Remarks
ST/IC/1995/41	28/6/95	Sharing WordPerfect documents	See also ST/AI/361
ST/IC/1995/54	25/8/95	Windows 95 software	See also ST/AI/347, ST/AI/355 and ST/AI/386
ST/IC/1995/72	3/11/95	Information technology training	See also ST/AI/355
ST/IC/1997/11	4/2/97	Electronic mail - directory maintenance and automatic message deletion	See also ST/AI/386
ST/IC/1997/70	27/10/97	Electronic mail	Expiration date: 31/12/2000. See also ST/AI/386

2. General

ST/IC/1996/9	1/2/96	Conservation of electric power and steam at Headquarters	See also ST/AI/323

XIII. PROTOCOL

No information circulars apply at present.

XIV. TRAVEL AND TRANSPORTATION

1. Automobiles, baggage and customs

ST/IC/1991/12	15/2/91	Travel and shipping restrictions	
ST/IC/1995/1	16/1/95	Procedures for obtaining the release of diplomatic vehicles	
ST/IC/1997/90	26/12/97	Insurance requirements for senior officials entitled to diplomatic privileges and immunities (motor vehicles)	Expiration date: in effect until further notice
ST/IC/1998/83	7/12/98	Rates of reimbursement for travel by private motor vehicle	Expiration date: in effect until further notice. See also ST/AI/1998/2

Symbol	Date issued	Subject	Remarks
		2. Expenses	
ST/IC/84/65	18/9/84	Travel advance payments	See also ST/AI/381
ST/IC/1998/34	16/4/98	Rates of daily subsistence allowance at Headquarters, Geneva and Vienna	Expiration date: in effect until further notice. See also ST/AI/1998/2
ST/IC/1998/14 ST/IC/1998/14/Corr.1	6/2/98 6/8/98	Special entitlements for staff members serving at designated duty stations	Expiration dates: in effect until further notice. See also ST/AI/280/Rev.6
		3. General	
ST/IC/84/65	18/9/84	Travel advance payments	See also ST/AI/381
ST/IC/85/18	4/4/85	Standard of accommodation	
ST/IC/85/48	12/9/85	Host country travel regulations	
ST/IC/85/76	20/12/85	Host country travel regulations: private travel by staff members in the United States	
ST/IC/86/4	14/1/86	Official travel of United Nations staff members in the United States	
ST/IC/88/6	3/2/88	Standard of accommodation	
ST/IC/89/10	1/2/89	Host country travel regulations	
ST/IC/1990/13 ST/IC/1990/13/Amend.5	19/3/90 28/12/95	Option of a lump-sum payment for travel by air in lieu of provision by the Organization of travel tickets and related entitlements on home leave, education grant and family visit travel	See also ST/AI/249/Rev.3 and Amend.4 and ST/AI/257
ST/IC/1990/14 ST/IC/1990/16 ST/IC/1991/3 ST/IC/1992/2 ST/IC/1992/51	14/2/90 16/2/90 16/1/91 10/1/92 3/9/92	Host country travel regulations	

Symbol	Date issued	Subject	Remarks
ST/IC/1993/45	31/8/93	Official travel agency at Headquarters	